

## **E. Program Development**

### **II. DISTANCE EDUCATION**

Complete this section for ALL types of distance education courses, including home study, audio, video and online courses.

1. Describe how organization field-tested materials for this course.

2. How do you determine how much scheduled access time to a contact person will be provided for each participant in this course?

3. How do you determine how much scheduled interaction time with course instructor will be provided for each participant in this course?

4. Describe the procedures for assignments to be turned in by fax, email or mail and returned to the participant in a timely manner for this course.

5. Describe the procedure and timetable for receiving, grading and returning assignments, evaluations and certificates of completion to course participants for this course.

6. How does organization verify the identity of an individual participating in a continuing education course?

7. Describe security measures the organization uses to protect participants' personal information, either electronic or otherwise.

## **G. Assigning Credit**

1. Describe organization's system for assigning continuing education credit. Explain how credit hours are determined

## **Provider Agreement**

I certify that the information provided herein is accurate. I have read and approved this application and verify that the information provided herein is accurate, and programs will be consistent with social work ethical conduct and core values.

If approved, I agree to abide by all the criteria outlined in this application and to ARSD 20:59:04:01. and in this application.

Organization Name\_\_\_\_\_

Please Print Name\_\_\_\_\_

Continuing Education Director Signature\_\_\_\_\_

Date\_\_\_\_\_

Please return this form to the board office. You will be notified of approval or denial by return mail.

South Dakota Board of Social Work Examiners  
135 East Illinois, Suite 214  
Spearfish, SD 57783

605-642-1600

[proflic@rushmore.com](mailto:proflic@rushmore.com)

[www.state.sd.us/dhs/Boards/socialwork](http://www.state.sd.us/dhs/Boards/socialwork)



## APPROVED CONTINUING EDUCATION PROVIDER ORGANIZATION APPLICATION

This application is intended to provide approval for Continuing Education Providers for all programs sponsored, prepared and presented by the organization. Through this program the continuing education provider can receive blanket approval for programs meeting the criteria of this application. Any organization responsible for the overall development and implementation of continuing education in social work may apply for approval as Approved Continuing Education Provider. Specific eligibility requirements include:

- ❖ Applicant has been operational for a minimum of six months.
- ❖ Applicant has planned and presented continuing education programs appropriate for social workers
- ❖ Applicant can supply evaluation and documentation of programs

Approved providers must conspicuously place the following statement on all publications for social work continuing education courses:

*“This organization (provider name and Identification Number) is approved as a provider for continuing education by the:*

*South Dakota Board of Social Work Examiners*

*135 East Illinois, Suite 214*

*Spearfish, SD 57783*

*SDBSWE approval Period:\_\_\_\_\_*

*Social workers will receive\_\_\_\_\_Continuing education clock hours or\_\_\_\_\_*  
*continuing education unites in participating in this course.”*

### **Required Records**

An individual record of participation must be maintained for a minimum of five years by the sponsoring organization and made available to each participant upon request. Participants must be given a certificate or record of participation with the name of the program, date(s) of the program, total number of CEU's received, and the Identification Number of the provider.



# South Dakota Board of Social Work Examiners

135 East Illinois, Suite 214  
Spearfish, SD 57783  
605-642-1600  
www.state.sd.us/dhs/Boards/socialwork

Please PRINT or TYPE

## For Board Use Only

Date Received: \_\_\_\_\_

Approval ID#: \_\_\_\_\_

Origination: \_\_\_\_\_

Expiration: \_\_\_\_\_

## A. Organizational Information

Name of Organization

Street (physical) Address

City, State, Zip

Mailing Address

City, State, Zip

Phone Number

Fax Number

Web Site URL

Email

Continuing Education Director's Name:

CE Director's Title

Mailing Address

City, State, Zip

Continuing Education Director's Phone Number

Continuing Education Director's Email

Approval is sought for:

☐ Entire Organization

☐ Unit

☐ Branch

☐ Department

Name and Address (if different than indicated above)

Types of Programs Given by Your Organization: Check all relevant to your organization:

☐ Conference

☐ Workshop

☐ In-Service Training

☐ Electronic/Internet Course

☐ \*\*Completion of College Course Related to Social Work

Is the organization or unit (Please check all that apply)

☐ Corporation

☐ For profit

☐ Partnership, sole proprietor

☐ Government or state agency

☐ Not for profit

☐ Accredited school/college/university

How long has organization or unit been operational?

How long has organization or unit been conducting continuing education programs?

Has organization ever been denied accreditation/certification or approval or had accreditation/certification or approval revoked? ☐ Yes ☐ No

If yes, please explain.

Has organization been approved as a provider of continuing education by another approving entity? ☐ Yes ☐ No

If yes, please list.

## **B. Continuing Education Administration**

1. Describe organization's mission and goals for the provision and evaluation of continuing education.

## **C. Program Development**

### **IV. EVALUATION**

1. How does organization use participant evaluations to improve courses?

2. How does organization apply participant course evaluations to develop/modify your overall program?

3. Does organization have the capability to respond to an audit of records by South Dakota Board Social Work Examiners within a twenty-one day period?

## **D. Attendance**

1. Describe organization's procedures for documenting participation.

2. Describe the steps a participant must follow to receive copies of these stored records.

3. At what point during a course is the certificate of completion awarded?

**20:59:04:01. Definitions.** Terms used in this chapter mean:

- (1) “Academic credit hour,” one semester credit hour earned at an accredited college or university;
- (2) “Continuing education,” postgraduate courses, either academic or nonacademic, related to the field of social work;
- (3) “Continuing education sponsor,” an educational institution, a professional association, or a business or governmental organization approved by the board under § 20:59:04:08 to award continuing education units for organized social work education; and
- (4) “Continuing Education Unit (CEU),” 10 contact hours of participation in a noncredit organized continuing education program conducted by an approved sponsor.

**20:59:04:01.01. Courses eligible for continuing education credit.** The board may allow continuing education credit for academic credit courses taken at an accredited college or university and for nonacademic workshops, seminars, conferences, lectures, and agency staff development training given by an approved continuing education sponsor. Courses for which continuing education credit is allowed must meet the standards in § 20:59:04:09 or 20:59:04:10. Staff development or activities of agencies which address procedural or administrative issues are ineligible. One academic credit hour is equal to 15 contact hours of participation in a noncredit continuing education program.

**20:59:04:02. Amount of continuing education required.** All licensees submitting applications for license renewal must include a copy of the original certificate of completion or request the sponsors to submit verification of attendance for 30 contact hours of continuing education taken within the previous 2-year license period.

**20:59:04:04. Waiver due to certified illness.** A licensee may apply for a waiver of the continuing education requirement if the licensee presents a physician’s certified statement that the licensee was physically incapacitated to the extent that the licensee could not satisfy the requirement within the previous two-year license period.

**20:59:04:06. Continuing education obtained out-of-state.** A licensee who has attended a workshop, seminar or conference outside the state of South Dakota must submit validation on a form provided by the board.

**20:59:04:07. Preparation or publication of a professional social work topic or paper.** A licensee who has prepared an academic social work course, a social work in-service training workshop, or a social work seminar, or who has published a social work article in a recognized professional journal may be allowed a maximum of 10 contact hours per licensure term for each original presentation or publication. The licensee must secure prior approval from the board by providing the board with a written summary of the intent to present or publish and one letter of reference from a licensed social worker or certified social worker, verifying the intent. Verification of completion of the presentation or of publication shall be submitted by the licensee on a form provided by the board.

**20:59:04:08. Standards for approval of continuing education sponsor.** A sponsor for nonacademic continuing education in social work must meet the following standards to be approved by the board;

- (1) The sponsoring organization must designate a professional staff person to administer and coordinate an organized schedule of continuing programs;
- (2) The sponsoring organization must maintain administrative control of all program elements. Programs jointly sponsored by more than one organization must designate which organization will record and report CEUs;
- (3) The sponsoring organization must provide or arrange for educational facilities and instructional aids and equipment consistent with the educational content, format, and objectives of the continuing education; and
- (4) A permanent individual record of participation must be maintained by the sponsoring organization and made available to each participant upon request.

A sponsor shall apply for approval on a form provided by the board before giving programs.

**20:59:04:09. Standards for approval of continuing education programs.** Continuing education programs in social work must meet the following standards to be approved by the board:

- (1) The continuing education must be in a recognized field of social work or clearly related to social work. The continuing education must be related to practice, values, skills, and knowledge of social work;
- (2) The program must be planned to meet educational needs of target group;
- (3) A clear statement of goals must be prepared in advance for each program;
- (4) Instructors must have education and experience in the area of the program they conduct;
- (5) Specific performance requirements for CEU credit must be established;
- (6) Participant registration must provide dates, course titles, and number of CEUs awarded for a permanent record of individual participation;
- (7) Evaluation procedures must be planned for and used to measure the effectiveness of the program design and operation; and
- (8) The program must be provided by an approved continuing education sponsor.

Continuing education program approval may be applied for on a form provided by the board.

**20:59:04:10. Standards for approval of continuing education programs for agency administrators.** Continuing education programs for agency administrators who are responsible for social work staff must enhance the practice, values, skills, and knowledge of administrators in the areas of administration, planning, and research related to human services and must meet the standards in subdivisions 20:59:04:09(2) to (8), inclusive.

Continuing education program approval for agency administrators may be applied for on a form provided by the board.